

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CHIEF OF WATER OPERATIONS

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Chief of Water Operations is the sixth level in a six level Utilities Water System Operator series. Incumbents are responsible for directing and coordinating the full range of water system activities within designated operational areas which, depending on assignment, may include Information, Electrical, and Telemetry Systems Operations, Surface Water Treatment Operations, and/or Water Operations.

The Chief of Water Operations is distinguished from the Water System Supervisor by its responsibility for assisting with management-level activities for one or more designated operational areas within the Water System division.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises Water System Operations staff, including supervisory staff, to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Assists in directing the day-to-day operations in assigned area of responsibility within the division, which includes: supervising, planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; overseeing the development and coordination of work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Oversees and directs inventory management and procuring supplies and equipment, including the development of equipment specifications. | Daily
15% |
| 4. | Oversees and directs the progress and implementation of water system projects. | Daily
10% |
| 5. | Provides expert level support and guidance on water system technical and operational issues. | Daily
10% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
6.	Supervises and ensures compliance with applicable safety regulations, standards, procedures, and practices; plans and implements related safety and technical training; participates in the development of written procedures for water system safety activities.	Daily 5%
7.	Supervises and participates in the preparation and maintenance of records and/or other related documentation; prepares a variety of reports related to water system activities and workload for dissemination to internal departments and/or external agencies.	Weekly 20%
8.	Participates in a variety of meetings, conferences, seminars, training classes, and/or other related sessions.	Weekly 20%
9.	Develops, administers, and monitors the division budget, including allocating resources and approving expenditures, including contracted services; participates in the development of the capital improvement plan (CIP) budget.	Monthly 10%
10.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Civil or Sanitary Engineering, Water Supply, Hydraulics, Environmental Science, Public or Business Administration, or related field and at least four years of experience supervising electrical and telemetry system operations, information systems, or community water systems are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Positions assigned to Information, Electrical and Telemetry Systems Operations or Water Operations require:

- Water Distribution Operator Certificate, Grade D4

Positions assigned to Surface Water Treatment Operations require:

- Water Treatment Operator Certificate, Grade T5

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Knowledge (position requirements at entry):

Knowledge of:

- Management practices in public administration;
- Budget administration principles and practices;
- Water system issues and their impact to the local community;
- Environmental assessment processes;
- Chemistry and biology principles;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Water quality monitoring principles and practices;
- Program administration principles and practices;
- Mathematical concepts
- Elementary statistics;
- Safe work practices and procedures.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Formulating and implementing program goals and objectives
- Coordinating activities with multiple interested parties
- Preparing and performing mathematical calculations
- Analyzing and interpreting a variety of complex water system data information
- Developing and administering budgets
- Performing environmental compliance inspections, investigations, and enforcement activities
- Applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines
- Managing projects
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Accurately estimating time and materials
- Interpreting process control tests and directing the adjustment of facilities operations accordingly
- Analyzing and making recommendations for improved methods and procedures
- Developing and revising operating schedules and procedures to meet changing conditions and to ensure safe, effective, efficient and legal operation of facilities
- Performing inspections of facilities, equipment and grounds, and identifying potentially hazardous situations
- Using computers and applicable software applications
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting and intense noises.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007